

Missouri State Library
Office of the Secretary of State

Library Services & Technology Act
Federal Grant Program

Planning And Standards

Grant Application

Fall 2006

**Missouri Five-Year State Plan
For the Use of
Library Services and Technology Act (LSTA) Funds
Fiscal Years 2003 - 2008**

DEFINITIONS:

- A. A public library is a library established and maintained under the provisions of the library laws or other laws of the state related to libraries, primarily supported by public funds and designed to serve the general public.
- B. A public elementary school or secondary school library is a library controlled and operated by publicly supported elementary or secondary schools, and designated to serve faculty and students of that school.
- C. An academic library is a library which is controlled and operated by a two (2) or four (4) year college or university, either publicly supported or private, and which is designated primarily to serve faculty and students of that college or university.
- D. A special library is a library established by an organization and designed to serve the special needs of its employees or clientele. A special library must have an appropriately trained librarian, an organized collection, a minimum of 20 hours of service per week, with some opportunity allowed for service to the public or a strong commitment to resource sharing. They include both private libraries and publicly funded libraries, such as those serving mental health facilities, correctional institutions, and government agencies.
- E. A library consortium is any local, statewide, regional, interstate, or international cooperative association of library entities which provides for the systematic and effective coordination of the resources of school, public, academic, and special libraries and information centers, for improved services for the clientele of such library entities.

MISSOURI STATE LIBRARY LSTA PLANNING & STANDARDS GRANT PROGRAM

Information & Guidelines Fall 2006

I. Grant Program Description

This grant program provides assistance to libraries of all types to develop and write policies and service plans for purposes of bringing the applicant library into compliance with accepted standards and best practices. Projects can focus on the entire library environment or on specific areas, such as collection development or personnel policies. The project should include participation by library board members (or equivalent others), library staff, and members of the library's community.

Please refer to the standards and guidelines with which your type of library works: The Missouri Public Library Standards: An Implementation Plan has been distributed to all public libraries and library trustees. It is also available on the main page of the Missouri State Library Web site <http://www.sos.mo.gov/library> under State Library Special Reports.

Academic Library Standards and Guidelines can be accessed at <http://www.ala.org/ala/acrl/acrlstandards/standardsguidelines.htm>.

School Media Center Standards can be accessed at <http://www.dese.mo.gov/divimprove/curriculum/lmcindex.htm>.

II. Grant Priorities

Planning grants can be used for the costs of any legitimate activities related to policy and service plan development and writing: publicity, research, community meetings, surveys, focus groups, facilitators, expert assistance, and any other related activities. Applicants are urged to seek outside assistance with these projects. Project grant period is January 1, 2007 through June 30, 2007.

III. Eligibility

All libraries meeting the definitions of public, academic, school, and special library as defined in the *Missouri Five-Year State Plan for the Use of Library Services and Technology Act (LSTA) Funds* are eligible to apply. See attached "Definitions."

IV. Funds Available

Each library may apply for grants from \$1,500 to a maximum of \$15,000.

V. Matching Funds

No local matching funds are required.

VI. Allowable and Unallowable Costs

Allowable costs include, but are not limited to:

- Training costs for volunteers
- Consultants/facilitators/presenters (limited to fees and expenses)
- Project Director and other personnel hired for or working extra hours on this particular project
- Publicity, mailing, printing costs
- Meeting room rental
- Refreshments for project related meetings, including public forums and focus groups
- Survey costs

Unallowable costs include, but are not limited to:

- Computer equipment
- Payment of existing staff costs (i.e. using grant funds to pay for the hours a regular staff person spends on planning and implementing the project)
- Collection development acquisitions
- Transportation for field trips
- Vehicles
- Building programs or plans
- Tax levy planning

Large Purchase Documentation: If your grant request requires procurement of a large dollar item, then a competitive bid process may be necessary. For items over an amount specified in your procurement guidelines (example-Missouri State Library's specified amount is \$3,000), you will need to document your bid process used for the purchase. Informal methods of requesting competitive bids are: fax bids; telephone bids; catalog comparison; or, e-mail bids. Documentation can be in the form of a list stating names of vendors, date of bid requests, and amount of bids.

Any questions regarding this process can be addressed to Diana Very, LSTA Grant Officer, 573-526-1256.

VII. Reporting requirements

Libraries awarded "Planning & Standards" grants are required to submit narrative, statistical, financial and evaluative reports regarding the project. Copies of surveys, promotional materials, brochures, evaluation results and other documents produced, as part of the grant project must accompany the final narrative report.

VIII. Grant monitoring

According to Federal Regulations 45CFR1183.40, revised October 1, 2004, *"grantees are responsible for managing the day-to-day operations of grant and subgrant supported activities. Grantees must monitor grant and subgrant supported activities to assure compliance with applicable Federal requirements and that performance goals are being achieved. Grantee monitoring must cover each program, function, or activity."*

In an effort to comply with the Federal Regulations, Missouri State Library staff will monitor and report program performance on awarded LSTA grants. This will be accomplished by site visits, interim reports, or phone calls.

IX. Review of Applications

- Eligible applications are reviewed and evaluated by State Library staff.
- Staff recommendations are submitted to the State Librarian.
- State Librarian submits recommendations to the Secretary of State.
- Final decision is made by the Secretary of State.
- No grant funds may be encumbered or expended until the library receives the final executed grant agreement signed by the library representative, the State Librarian, and the Executive Deputy Secretary of State.
- At the discretion of the State Library, the State Library may require that an applicant submit additional information or supplemental proposals to receive an award of grant funds.

X. Assurances

Before you apply:

Determine if your library's cash flow is adequate to meet the following terms and conditions of this grant, should it be awarded:

1. How payments are made:

Generally, grant funds are awarded in two or more successive payments, timed to allow the grantee access to sufficient monies to carry out and complete the funded project. However, 30% of the grant award is customarily withheld until completion and approval of the final report by the State Library. It is the grantee's responsibility to use the grant funds to pay project expenses in a timely manner. Grantees with cash flow issues are advised to work out payment arrangements with vendors in advance, if they must wait for a final grant payment to complete all payments to a vendor(s).

2. Disbursement of funds by grantee:

Federal regulations require the grantee to expend (disburse) all Grants payments within a reasonable time period of their receipt – generally up to 30 days. Failure to do so risks default of the grant funds to the State Library.

3. How this grant will be paid:

Grantees are paid 70% of the total grant amount when sufficient project expenses have or will be accrued to disburse the payment within 30 days of receipt. Allow 6 weeks for payment request to be processed and disbursed by the State Library. A final payment of the remaining grant amount (30% of the grant award or the actual remaining amount expended or encumbered) is disbursed upon completion of the project, following submission and approval of the Final Report and Final Request for payment by the State Library. The Final Report and Payment Request are due no later than 30 days after completion of the project or the end of the grant period.

Where and how do I apply?

Mail completed application forms to:

Diana Very, LSTA Grants Officer
LSTA Grant Application
Missouri State Library
600 West Main Street, PO Box 387
Jefferson City, MO 65102-0387

Deadline October 25, 2006

For further information, contact:

Diana Very
Missouri State Library
Telephone 573-526-1256 or (in Missouri) 800-325-0131 ext. 16.
E-mail: diana.very@sos.mo.gov
Or
Barbara Reading
Missouri State Library
Telephone 573-751-2679 or (in Missouri) 800-325-0131 ext 4
E-mail : barbara.reading@sos.mo.gov

CIPA COMPLIANCE

In deciding whether to apply for any LSTA-funded grant, libraries should be aware that accepting such a grant might trigger an obligation to comply with the Federal Children's Internet Protection Act (CIPA). Whether CIPA is triggered will depend on the specific use of the LSTA funds awarded. If triggered, CIPA will require a grant recipient to certify that it has in place a policy of Internet safety that includes the operation of a technology protection measure (filter) with respect to any of the recipient's computers with Internet access. The nature of the certification depends upon the type of library making application.

**MISSOURI STATE LIBRARY
LSTA PLANNING & STANDARDS GRANT PROGRAM**

**Application Form - Instructions
Fall 2006**

GENERAL INSTRUCTIONS

- Use the enclosed application form. The application form is not to be changed in any way.
- The application will be photocopied for use by the Grant Review Committee. Fill in the library's name at the top of each sheet. The application form and instructions may be photocopied as needed.
- All narrative materials are to be typed, single-sided, and double-spaced on plain sheets, with the library's name at the top of each sheet. Attach this narrative to the back of the application form.
- Original signatures must be included or the application will be ineligible for consideration.
- Failure to give the required information may eliminate your application from consideration.
- Double-check your math in the budget portion. Proofread the proposal. Correct spelling, grammar, and typing mistakes before submission.
- Use white 8-1/2 x 11" paper. Do not use binders, folders, notebooks, or staples.

ITEMIZED INSTRUCTIONS

Part I—Application Form

- **Project number** -- Leave blank.
- **Name of library** -- Give the official, legal name of the library, plus Federal Tax I.D. # (TIN) or Missouri vendor ID #, if different.
- **Project Director**-- Give name of person who will oversee the project and serve as a contact for reports. Include project director's email address and phone number.
- **Project Title** -- Provide a brief title for your project.
- **Total population of legal service area** – Public Libraries: Using the latest available census figures, give the population of the legal service area for all participating agencies. The Missouri State Census Data Center Web site may be found at: <http://mcdc2.missouri.edu/index.shtml>. School and Academic Libraries: Institutional population; Special: Number of members or users
- **LSTA funds requested** -- Show the total amount of grant funds you are requesting. Round to the nearest dollar.
- **Project Description** – Using the space provided, write a synopsis of the project, including all essential elements from the project narrative. Think of this as the who, what, why, when, where and how of the proposed project. Be sure to include your desired outcomes/goals – changes in skills, behaviors, attitudes, knowledge, or status (life circumstances). *For example: By creating a collection development and implementation plan for the Perche Creek Public Library based on a reliable community needs assessment, library staff will have a tool to increase library usage (changes in behavior and possibly attitudes), and enhance/increase patrons' knowledge and/or skills in their chosen areas of interest (changes in knowledge, skills, and perhaps life status).*

Part II — Program Narrative

This is the most important part of your application. Attach additional sheets with your responses to the following questions and requests for specific information. Please answer in the order given and head each response with the questions number. Include your library's name and the heading "Part II – Program Narrative". Type the library's name in the upper right-hand corner of each additional sheet. Include within the body of the rest of the application, following the project budget. Do not use binders, folders, notebooks or staples. Type and double-space.

Part III – Budget Worksheet and Budget Narrative

1. Personnel

- **Project Director** -- Report total as salary or hourly wage, as you prefer, and **itemize** (e.g. 20 hours per week @ \$10.00 per hour x 6 weeks = \$1,200.00). Remember guidelines -- you may hire a project director, or add to a part time staff person's duties, but grant funds may NOT be used for that portion of an existing, full time staff person's salary which s/he devotes to this project.
- **Facilitator/presenter/trainer(s)** – **Itemize** (e.g. 3 days @ \$100.00 per day = \$300.00). Report as hourly wage or flat fee, depending upon your agreement with the person(s).
- **Consulting Firm or Consultant** -- Include here as one line item, **but attach an itemized statement of the basis for the fee,** and explain the consultant's activities in Project Narrative.
- **Other** -- include here clerical help, etc., if hired just for this project, or duties and hours added on to a part time staff person's work load for this project. Itemize as illustrated above and identify (clerical, bookkeeping, etc.).

2. Travel

- **Transportation** -- Itemize by type, e.g. ground (car), air, and train. If mileage is involved, reimburse at state rate of .415 per mile. Include any parking fees, shuttle service.
- Lodging – Itemize (e.g. 2 rooms @ \$60 each x 4 days = \$480.00).
- Food -- Totals only.

3. Materials and supplies

No need to itemize. Include flip charts, folders, name badges, markers, film, etc.

4. Publicity

-- describe and itemize.

5. Space rental

-- Itemize (e.g. 1 room x 4 meetings @ \$50 each = \$200.00).

6. Other

-- Itemize

- Include photography costs, other postage, other photocopying, long distance phone, equipment rental, other contracted services (e.g. you hire a firm to conduct or mail out your needs assessment survey, or evaluation), or any other allowable expenses not covered above.

7. Local funds

-- Itemize as needed (e.g. refreshments = \$100.00).

8. Total

-- the sum of all line item subtotals, plus any local funds, must agree with the totaled amount on page 1 of your application.

Remember:

1. Round all figures to the nearest whole dollar.
2. Check your math! Make sure all Subtotals agree with itemized lines, that the Total is correct, and agrees with Awarded Funds and Local Funds Total on Application page (1). Libraries awarded project funds will have the authority to move up to \$300 within or between line items in their **final** approved project budgets.

3. LSTA funds may not be used for administrative overhead, door prizes, incentives, or any type of gift to presenters, participants, or libraries.

Budget Narrative

Attach a budget explanation, as needed, to justify any expenditures within your project budget.

Part IV—Certifications and Signatures

Signature of Library Director —The application must be signed by the administrative head of the library, i.e. the library director. **Use blue ink.**

Signature of Library Board President or other Authorizing Official —The library board president, or other authorizing official (e. g. school principal, school board president, Chief Fiscal Officer) must sign the application form. This individual must have the authority to sign legal binding agreements. A signature and date on these lines indicate that the library board or comparable other understands and approves the intent of the grant and will allow the designated project director to oversee the project. **Use blue ink.**

Application Review

Grant application rubric will be used for grant review. These are the topics that will be used to determine if the grant application meets the criteria required for the grant to be awarded. Use this as a check to verify that you are submitting a qualified application.

	Inadequate	Needs Correcting	Clarification Needed	Complete
Application identifies a specific audience				
Project addresses the identified need(s) of audience				
Application demonstrates strong project plan and manageable timeline				
Appropriate and proactive promotional strategies				
Scope is compliant with guidelines				
Allowable costs				
Budget detailed and justified				
Evaluation/Outcomes measure impact on audience				

Missouri State Library
LSTA PLANNING & STANDARDS GRANT PROGRAM
APPLICATION FORM
Fall 2006

PART I—Application Form

Please type or print (using black ink).

Project # _____
State Library use only

Name of library: _____
Federal Tax I.D. # _____

Address: _____

City: _____ County: _____ Zip code: _____

Phone: _____ Fax: _____

Library director: _____

Project director (contact person): _____

E-mail address/phone of project director: _____

Project title: _____

Total population of legal service area: _____

LSTA funds requested:

Local funds to be used (optional)

Total

\$ _____
\$ _____
\$ _____

Project Description (do not exceed this space):

You must use this sheet as page 1 of your application!

Part II: Program Narrative

Attach additional sheets with your descriptions of the proposed program, guided by the points below. Please number your sections to correspond with the numbers below. Include library name and the heading "Part II – Program Narrative." Program Narrative may be longer than one page.

Project justification and fulfillment:

1. What need(s) for your library and community will this project address?
2. How will this project move your library closer to meeting standards?
3. Name, describe and explain the purpose/role of the resources your library and community will contribute to the project.
4. Name, describe, and explain the purpose/role of the outside resources you need to successfully complete the project.
5. Name, describe, and explain the purpose of the activities and methods you will use to complete the project, including publicity and promotion.
6. Provide a timeline of project activities.

Project evaluation:

Present a tentative plan and method to determine if and to what extent your project has met its desired outcome(s), or goals. Please think in terms of changes in skills, attitudes, behaviors, and knowledge.

Note: Assistance in preparation of an evaluation tool(s) may need to be part of your project proposal, and that is acceptable. If so, explain that here. Remember, an effective evaluation plan must consider the following:

- What impact(s) will the results/product of the project have on your service delivery? For example, *implementation of the collection development policies this project produced will result in more cost effective acquisitions because we will buy books and materials that reflect the expressed needs and desires of our community.*
- What differences or changes in your community do you intend or expect to see from implementation of the project? For example, *if we buy books and materials that reflect the expressed needs and desires of our community, library usage will increase.*
- How are you going to measure whether and to what extent you were successful? Include in your attachments any evaluative work samples you have already developed pertaining to this particular project.

Part III—Budget Worksheet and Budget Narrative

Use the budget worksheet below; include a line-item budget. Round all figures to the nearest whole dollar. Check your math! LSTA funds may not be used for administrative overhead, “door prizes,” “incentives,” or any type of “gift” to presenters, participants, or libraries. The addition of local funds is encouraged but not required. If local funds will be added to the project, list them on the budget worksheet and explain them in the budget narrative.

Library Name:				
Project Title:				
Category	Item Description	Basis for Cost Estimate	Total Cost / LSTA Funds	Total Cost / Local Funds
Personnel – Hourly Salary & Fringe Benefits			\$	\$
Travel @ \$0.415 Per mile			\$	\$
Supplies			\$	\$
Contractual			\$	\$
Total Project Costs			\$	\$

Budget Narrative

The Budget Narrative is a clearly defined break down of all cost mentioned on the grants budget page. Explain, in narrative form, each line item in the budget worksheet. Show that these expenditures are clearly related to your project. Provide explanations for both federal and local funds.

Libraries awarded project funds will have the authority to move up to \$300 between line items within their final proposed budgets.

The TOTAL LSTA FUNDS REQUESTED amount should match the amount of LSTA funds requested line in PART I.

PART IV: CERTIFICATIONS AND SIGNATURES

ATTENTION: You must use Part I – Cover Page, Part III – Budget Worksheet, and Part IV – Certifications and Signatures for your application! Part II – Program Narrative and Part III – Budget Narrative should be submitted on white paper, single sided, double-spaced. Please number the narrative pages of Part II and Part III. Part IV must be the last page of your application.

Signatures of both the Library Director and the Library Board President are required, or the application will not be considered.

We are aware of, and agree to comply with, all state and federal provisions and assurances required under this grant program. If awarded grant funds, we assure that we will carry out the grant project according to the approved grant proposal. This application has been authorized by the appropriate authorities of the applying library. By signing this application, the library board acknowledges compliance with and agreement to all eligibility requirements.

Typed name of Library Director

Typed name of Library Board President or
Authorizing Official

Signature (use blue ink)

Signature (use blue ink)

Date

Date

Mail completed applications to:

Diana Very
LSTA Coordinator/Grants Officer
Missouri State Library
600 West Main Street, P.O. Box 387
Jefferson City, MO 65102-0387

Applications must be submitted by:

Application Deadline: October 25, 2006 (postmarked or hand delivered).

Project Grant Period: January 1, 2007 – June 30, 2007.

Projects must be completed by the end of the grant cycle.

YOU MUST USE THIS SHEET AS THE FINAL PAGE OF YOUR APPLICATION

For State Library use only:

_____ Approved

_____ Not Approved

\$_____ Amount Awarded

These grants are made available through funds from the Library Services and Technology Act appropriated by Congress and administered by the Institute of Museum and Library Services and the Missouri Secretary of State.

